

EPA's Comprehensive Conservation and Management Plan (CCMP) Revision Content Checklist

A Revised CCMP should:

1. _____ Identify clearly if there are any changes between the existing and draft CCMP so that reviewers and the public can easily determine what has changed and why. These changes include program priorities and goals; any new information that suggests more promising approaches or currently unaddressed issues, etc.
2. _____ Describe how the NEP has contributed to or supported activities that helped develop new information, if applicable, when highlighting major changes due to new information. Major changes could be informed by Status and Trends or State of the Estuary Reports, Indicator Reports, and associated monitoring programs where adequate monitoring data are available. This is where a discussion of climate change assessments and adaptation strategies should appear.
3. _____ Include a map of the study area. If there are any boundary changes, provide the reasons for those changes. Any NEP study area boundary changes should be based on sound science with the support and approval of the NEP's Management Conference in a transparent and open process.
4. _____ Describe the NEP's Management Conference and membership with any proposed changes and explain how the structure will support the NEP's ability to oversee and promote CCMP implementation. This would include a discussion about the NEP's approach to achieving financial sustainability and for involving the public and stakeholders in its programs.
5. _____ Discuss changes to existing CCMP action plans, and new action plans, including their relationship to previously stated goals and priority problems; the probable causes and sources they address; and measurable objectives, where appropriate, to attain the goal. Each CCMP Action must identify the key activities expected to be implemented to address the priority problem. It would be very helpful to include a table comparing the old completed or deemed obsolete actions, and new, revised, or on-going actions in the CCMP. This could appear upfront in the document, or within each chapter.

CCMP Actions encompass environmental goals, metrics, and milestones that the NEP strives to achieve over time as implemented through annual workplans. They need to be clear, understandable, and plainly link to CWA § 320 (See 4th bullet *under Purpose of Conference*). They should:

- a) describe each action and what is proposed;
- b) identify key activities to implement the action, including affected habitat types, or resource(s) if appropriate; some activities may take place system-wide or involve policy changes rather than in-the-ground projects.
- c) identify proposed action plan responsibilities, including likely lead parties if known, along with any implementing partners;
- d) include a timeframe, and where appropriate, key milestones for completion (or indicate on-going);
- e) estimate the range of potential costs of the overall action and identify the possible sources of funding; and
- f) include performance measures (quantitative measures and intended environmental results wherever possible).

Those CCMP Actions eligible for CWA §320 funding (and as stated in your EPA Assistance Agreement) will be spelled out and included in the NEP workplan submitted to EPA. CCMP Actions not funded by Section 320 should be clearly identified along with the other potential funding source.-

CCMPs are living documents and as such should be re-examined and revised on a regular basis. EPA recognizes that CCMPs are also critical components of the NEP model of adaptive management as it facilitates a continual process of integrating new data and results. EPA expects that revised CCMPs will discuss the relevance and applicability of the: 1) monitoring, 2) habitat, 3) finance, and 4) outreach component strategies, including any needed substantive changes. If such changes are not discussed in the revised CCMP as language within a chapter or as a separate Action Plan, they should be described in a separate document and completed within 3 years of the final Revised CCMP.

- 1._____ Include a Monitoring approach to track and detect changes and/or improvements within the study area (so change in environmental indicators can be detected over time), and effectiveness of CCMP Actions. This can be described in a separate, brief, higher level document, or chapter or action in the CCMP. The Monitoring approach should identify: a) objectives, b) data the NEP and partners are collecting for which parameters; c) the party/parties responsible for collecting the data; d) frequency of collecting and reporting the monitoring data; e) how the data are shared, reported, and used; f) data gaps; and g) additional funding needed for monitoring activities and filling data gaps. This section should explain how monitoring has/will change as a result of new/modified actions and priorities, and any new environmental indicators. Monitoring should be tied to the State of the Bay Report which has similar components. **Please note:** A Quality Management Plan or Quality Assurance Project Plan can supplement the Monitoring Plan, but does not in and of itself meet this requirement.
- 2._____ Include a Finance strategy that will establish long-term financial sustainability to implement the CCMP through diverse resources and partners. The strategy can be a separate document or chapter or action in the CCMP. The strategy should discuss: a) priorities for funding; b) current funding and other support such as staff assignments, or in-kind partnering; c) short- and long-term resource needs; and d) proposed actions or strategies to maintain or garner new resources for CCMP implementation and their timeframe.
- 3._____ Include a Habitat Protection/Restoration strategy. The strategy should clearly tie back to habitat or ecosystem issues addressed in the CCMP, including those habitats and species prioritized for protection and or restoration efforts. Strategies can be addressed in a separate document or as an action in the CCMP and should discuss: a) relevant habitat types and key species in the study area; b) goals and measurable objectives to address them; and c) actions that reflect a climate change vulnerability assessment. The Strategy can make it easier for NEPs to plan and report on their habitat protection results under GPRA.
- 4._____ Include a Communication/Outreach Strategy to ensure community involvement and ownership in CCMP implementation that can be represented as a stand-alone document, chapter, or a series of actions in the CCMP that includes: a) guiding principles, or goals and objectives; b) a target audience(s); c) a narrative description of activities, including any tool used such as branding and messaging, behavior change campaigns, or social media; d) implementers for those activities; e) any key deliverables, and f) a budget and timeframe for implementing the activities.

NOTE: Make sure to include a public review process that extends beyond the Management Conference members. Responses to comments should be summarized and be made publicly available.